

<b>Title:</b>  <b>SIMPLIFIED ACQUISITION PROCESS</b>		<b>Contents:</b> <b>P-4700</b>
		<b>Submitted By:</b> <b>Purchasing Division</b>
		<b>Approved By:</b> <b>Purchasing Agent</b>
<b>Effective Date:</b> <b>10/01/16</b>	<b>Supersedes No.:</b>	<b>Page No.</b> <b>1</b> <b>of</b> <b>3</b>

## **General**

The Simplified Acquisition Process (SAP) applies to departmental purchases from \$1,501 up to \$24,999. It applies only to spot purchases made from a certified Local Small Business Enterprise, a certified Disabled Veteran Business Enterprise or a certified Social Enterprise, herein referred to as "Preference Program Entity" or PPE.

## **Process Elements**

Under delegated purchasing authority and subject to the exclusions and restrictions stated below, County departments are authorized to acquire goods or services from \$5,001 up to \$24,999 directly from a PPE by using a two-bid process.

Departments must obtain a valid bid from at least two PPEs in order to process an award. A "No Bid" quote is not an acceptable bid form.

Departmental personnel conducting the bid process shall be responsible to generate a list of PPEs by commodity code to be used in the acquisition, via the associated web portal link on the Purchasing & Contracting webpage at: <http://purchasingcontracts.co.la.ca.us/>.

Where multiple PPEs are identified for any given commodity or service, the selection of PPEs to participate in the bid process should be on a rotational basis.

Each participating PPE must be provided the same information, specification(s) and/or statement of work (in written form) and at the same time by which to provide a bid quote by the soliciting department. This information may be provided, and bid quotes received in person, via fax, .pdf, or other electronics means.

Departmental personnel conducting the solicitation shall be responsible to ensure that bid quotes are due by a specific date and time by the participating PPEs. In no instance shall departmental personnel share or otherwise disclose bid quotes with or between participating or other PPEs, or other vendors before the bid quotes are received and evaluated.

The award must be made to the low bid PPE that meets the department's specifications or statement of work. The department shall be responsible to maintain all records and documents regarding SAP solicitations and awards, including, but not limited to: the written specifications and/or statement of work provided to the PPEs; the participating PPEs and their written responses; the cost evaluation; the award; and any justification that shows a low bid did not meet the requirements.

Departments are prohibited from using or transcribing specifications or a statement of work prepared by a vendor or contractor. Similarly, departments are not to prepare a specification or statement of work that narrows or restricts competition.

Departments must process these awards using the appropriate eCAPS procurement document (PDPP or PDPN document).



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### **Exclusions and Restrictions**

Based on the nature and/or statutory requirements for services, the following are exclusions and restrictions shall apply:

- Personal services agreements for medical or health related patient care services are excluded from the SAP.
- Social Service contracts that require department-specific monitoring efforts or measurable outcomes are excluded from the SAP.
- Any service that is, or will, be ongoing and over \$25,000 in the aggregate is excluded from the SAP.
- The SAP is restricted to PPE that are certified with the Department of Consumer and Business Affairs (DCBA).

### **Definitions of PPE Participants**

#### **Local Small Business Enterprise (LSBE)**

A certified LSBE is defined as:

- a. A business which is certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; or
- b. In a federally funded County solicitation subject to the federal restrictions on geographical preferences, a business which is certified as small by the Small Business Administration (SBA) or which is registered as a small business on the Federal System for Award Management (SAM) data base.

#### **Disabled Veteran Business Enterprise (DVBE)**

A certified DVBE is defined as:

- a. A business which is certified by the State of California as a Disabled Veteran Business Enterprise (DVBE); or
- b. A business which is certified by the Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business (SDVOSB)



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### Social Enterprise (SE)

A certified Social Enterprise is defined as:

- a. A qualifying social enterprise that has been in operation for at least one (1) year providing transitional jobs and the related supportive services to program participants;
- b. A qualifying social enterprise that has demonstrated that a minimum of fifty percent (50%) of its company's workers consist of a transitional workforce.
- c. A qualifying social enterprise that has certified that a minimum of fifty percent (50%) of its workers on County contracts or purchase orders is, or will consist of at the time of the award, a transitional workforce.
- d. A qualifying social enterprise that provides the following information as part of the certification process:
  - 1) A profile of their program participants (e.g., homeless individuals, formerly incarcerated, individuals with addictions, at-risk youth, etc.)
  - 2) A description of the qualifying social enterprise's program components designed to help program participants transition toward unsubsidized competitive employment, including a description of the supportive services offered to participants.
  - 3) The number of participants in the program during the last calendar year.
  - 4) Any other information requested by DCBA or the soliciting department.